

Office of the Attorney General
Human Resources
Indiana Government Center South, 5th floor
302 W. Washington Street
Indianapolis, IN 46204
jobs@atg.state.in.us
317-232-7979 (fax)



JOB POSTING

Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

Human Resources Receptionist

Essential duties and responsibilities of the Receptionist for the Attorney General's Office include the following:

- Maintains reception area in a professional manner at all times, greets constituents properly, and presents excellent customer service with regard to their inquiries.
- Answers incoming telephone calls, determines purpose of callers and forwards calls to appropriate personnel or department. Transfers calls to voicemail when appropriate personnel are not available.
- Advise constituents about other agencies that may be able to provide assistance with their particular issue.
- Monitors visitor access and issues passes when required. Ensures office security guidelines are met.
- Receives, sorts and routes mail. Logs in all packages and hand-delivered items.
- Accepts subpoenas and other legal documents related to the role of the Indiana Attorney General from State, City, County or other personnel.
- Creates and prints letters, memos and other correspondence on behalf of the Human Resources Department.
- Processes incoming resumes received through the Attorney General's job website.
- Conducts Human Resources segment of interviews.
- Assists other departments within the Attorney General's office with special projects.
- Schedules and maintains the HR calendar.
- Orders, receives and maintains office supplies for department.
- Responsible for maintaining several internal databases.
- Other duties as assigned.

Qualifications:

- High School Education or equivalent.

- Must be able to follow instructions. This person must be able to apply common sense, and carry out detailed instructions.
- Computer experience is a must.
- Excellent interpersonal communication skills, both verbal and written are required.